

Required COVID-19 Case Reporting

Sept. 11, 2020

To Employees:

As we gradually increase the scope of our campus operations, the University needs your help. It is the collective responsibility of every employee to help ensure the safety of one another and our campus community by minimizing the spread of COVID-19. **Employees are required to complete the University's [COVID-19 Report Form](#) if they meet one of the following criteria:**

- 1) You are **known to have** COVID-19 by medical diagnosis or by testing positive - even if you are not showing symptoms of COVID-19.
- 2) You have been **informed that you were in close contact** with another person who was medically diagnosed or tested positive for COVID-19.
- 3) You have **any of the following symptoms** of COVID-19: fever/chills, cough shortness of breath/difficulty breathing, fatigue, muscle/body aches, headache, new loss of taste/smell, sore throat, congestion/runny nose, nausea/vomiting, diarrhea.
- 4) You have **learned that an EMU community member (student, faculty, staff, employee) has tested positive** for COVID-19 or has been medically diagnosed with COVID-19.

Please help us keep our community safe by reporting any cases that you learn about from any source other than EMU's Dean of Students, EMU's TeleHealth service or the Washtenaw County Health Department (WCHD). Do not assume that someone has already reported a case. The University would prefer to receive multiple reports about a single case than not be notified at all.

Completion of the form is critically important to our ability to document cases accurately, conduct contact tracing if and when necessary, and communicate such positive cases promptly and fully to the WCHD.

Any Personally Identifiable Information reported on this form **will not be shared** with third parties, and will not be shared internally other than to EMU employees who must know it in order to do their jobs. The confidentiality of all information will be preserved in compliance with applicable law.

Further information will be sent soon notifying supervisors that their employees' private health information should not be shared with other members of the campus community.

For more information about the safety measures the University has in place, visit the University's [COVID-19 website](#).

Thank you for doing your part to keep #EMUSafe.